

# ASSIGNMENT 12

Textbook Assignment: "Transfers and Receipts," chapter 12, pages 12-1 through 12-25.

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LEARNING OBJECTIVE: Define the acronym PRD and recognize the purpose of the PRD. Identify the instruction used to prepare PRDs and identify other documents related to the transfer of personnel.

- 12-1. When is a member's projected rotation date (PRD) established?
1. After the member reports to his/her ultimate duty station
  2. Upon completion of a required school and just before the member reports to the ultimate duty station
  3. When assignment orders are written
  4. When the member contacts his/her detailer before transfer
- 12-2. When an individual's PRD is established by the detailer, it is based on which of the following factors?
1. Paygrade
  2. Projected paygrade
  3. Distributable community
  4. Each of the above
- 12-3. A member's PRD is not normally changed once it is established unless which of the following events occurs?
1. There is a change made to the sea/shore tour rotation for the entire community
  2. The commanding officer directs a member's detailer to change the member's PRD
  3. The members department head writes a personal letter to the member's detailer
  4. The member's division officer contacts the member's detailer
- 12-4. Which of the following statements is considered a general rule for establishing PRDs?
1. All PRD determinations are based on distribution rates and/or NEC, except for overseas areas, which are based on DOD tour requirements
  2. PRDs never exceeds EDLN
  3. PRDs are determined without regard to OBLISERV, except for overseas tours
  4. Each of the above
- 12-5. Which of the following statements is correct concerning the PRD?
1. The PRD may be preceded by 3 months or exceeded by up to 3 months to satisfy a Manning Control Authority (MCA) requirement
  2. The PRD may be preceded by 1 month or exceeded by 2 months to satisfy MCA requirements
  3. The PRD may be preceded by 1 month or exceeded by up to 3 months to satisfy MCA requirements
  4. The PRD may be preceded by 1 month or exceeded by up to 4 months to satisfy MCA requirements
- 12-6. In which of the following documents would you be able to find a member's established PRD?
1. Service record only
  2. EDVR only
  3. EDVR and service record
  4. ODCR

- 12-7. PNSN John Doe's PRD has not been assigned or appears erroneous in your command's EDVR. What action should you take to correct it?
1. Forward a PRD adjustment request, along with a copy of the service record page 5, to EPMAC
  2. Forward a PRD adjustment request, along with a copy of the service record page 5, to SECNAV
  3. Forward a PRD adjustment request, along with a copy of the service record page 5, to CNO
  4. Forward a PRD adjustment request, along with a certified copy of service record page 5, to BUPERS (PERS 40)
- 12-8. In what chapter of the ENLTRANSMAN can you find information about PRD adjustment procedures?
1. 1
  2. 2
  3. 3
  4. 4
- 12-9. When processing transfers, what should you have available to help you?
1. A locally prepared transfer check-off sheet
  2. A BUPERS-prepared transfer check-off sheet
  3. An EPMAC-prepared transfer check-off sheet
  4. A transfer check-off sheet contained in the MILPERSMAN
- 12-10. Which of the following is NOT an issuing command for enlisted PCS orders?
1. BUPERS
  2. CNO
  3. EPMAC
  4. NRPC
- 12-11. What minimum number of copies of PCS orders should you give a member so he/she can arrange for shipment of household goods?
1. 5
  2. 10
  3. 15
  4. 20
- 12-12. What is the form number for the Standard Transfer Order?
1. NAVCOMPT 653/  
NAVPERS 1236/11
  2. NAVPERS 1070/NAVCOMPT 543
  3. NAVCOMPT 536/  
NAVPERS 1326/11
  4. NAVCOMPT 645/  
NAVPERS 1632/25
- 12-13. Which, if any, of the following statements describes the use of the Standard Transfer Order (STO)?
1. The STO is used for local command-initiated transfers
  2. The STO is used only by mobile units operating away from their home port
  3. The STO is used only when directed by SECNAV
  4. None of the above
- 12-14. To what chapter of the ENLTRANSMAN should you refer for step-by-step instructions concerning the preparation of STOs?
1. 4
  2. 10
  3. 23
  4. 24

- 12-15. Which of the following actions should you take if your command receives a transfer directive that does not contain PCS accounting data?
1. Wait for BUPERS to automatically issue an order modification containing the missing accounting data
  2. Obtain accounting data by referring to ENLTRANSMAN, chapter 23
  3. Obtain accounting data from EPMAC
  4. Obtain accounting data by referring to BUPERSINST 7040.6 and/or contact the order issuing authority
- 12-16. Which of the following documents is considered the reporting endorsement?
1. NAVPERS 1070/601
  2. NAVCOMPT Form 3067
  3. NAVCOMPT Form 3068
  4. NAVCOMPT Form 3069
- 12-17. Which, if any, of the following statements is correct concerning the status of personnel who have already transferred from a command?
1. Members are considered attached to their previous duty stations only
  2. Members are considered attached to the ultimate duty station only
  3. Members are considered to be attached to both the previous and the ultimate duty station while they are en route
  4. None of the above
- 12-18. If an individual is assigned to attend TEMDUINS and no TEMDUINS accounting data appears on the PCS orders, what command is responsible for issuing an order modification to provide this information?
1. The detaching command
  2. The command providing the training
  3. The order issuing authority
  4. The ultimate duty station
- 12-19. When briefing a member who is transferring, you should brief him/her on all EXCEPT which of the following areas?
1. Tell the member that records and accounts should be delivered to the new commanding officer
  2. Tell the member that in case of illness or accident, he/she should notify the nearest known naval activity immediately and request instructions
  3. Tell the member that if leave is canceled, he/she should proceed to the ultimate duty station
  4. Tell the member that a copy of the orders is being mailed directly to the ultimate destination so the new command will know the actual date of arrival
- 12-20. Current regulations do not authorize transportation of dependents to intermediate locations at government expense.
1. True
  2. False

LEARNING OBJECTIVE: Identify the purpose of PCS travel and identify PCS entitlements.

12-21. Which, if any, of the following statements is correct concerning a member being authorized advance pay?

1. The member may be paid advance pay when traveling under TAD orders
2. A member may be paid advance pay when executing PCS, except PCS incident to separation from the service or trial by court-martial
3. The member may be paid advance pay when traveling under PCS incident to court-martial
4. None of the above

12-22. A member is transferring PCS within the same geographical area. Under these conditions, the member is authorized to advance pay when what other criteria is met?

1. The member has a POV that requires shipment
2. The member has received authorization from the department head
3. The member has obtained written authorization from the commanding officer
4. The member is entitled to ship household goods at government expense according to the JFTR, Volume 1

12-23. Normally, a member may request advance pay what specified number of days before departure?

1. 15
2. 20
3. 25
4. 30

12-24. You report to your new duty station and decide that you need additional funds to complete your PCS move. If you are eligible for and decide to request advance pay, you must request it within what specified number of days after your arrival?

1. 30
2. 45
3. 60
4. 70

12-25. If there are extenuating circumstances, service hardship, or unusually large expenses that are clearly justified, a member may request advance pay up to (a) what number of days before transfer and (b) what maximum number of days after arrival at the ultimate duty station?

1. (a) 80 (b) 180
2. (a) 80 (b) 150
3. (a) 90 (b) 150
4. (a) 90 (b) 180

12-26. If authorized, a member may draw what maximum number of months advance pay?

1. 1
2. 2
3. 3
4. 4

12-27. All members requesting advance pay must sign which of the following documents?

1. Advance Pay Authorization
2. Advance Pay Request Memorandum
3. Advance Pay Authorization Certificate
4. Advance Pay Certificate/Authorization

- 12-28. Commanding officers or the representatives must provide written approval for members to be able to draw advance pay. Which of the following is an exception to this rule?
1. If the member is in pay grade E-9 and requests 1 month advance pay
  2. If the member is in pay grade E-3 and below
  3. If the advance pay request is for more than 1 month
  4. If the repayments will take longer than 12 months
- 12-29. Before a CO approves a request for advance pay, he/she should make sure the member's financial status is reviewed for what reason?
1. To verify whether the member has a valid need for advance pay
  2. To make sure the member pays all bills to local creditors before departure
  3. To make sure the member has not shown a pattern of financial irresponsibility
  4. To advise the member on how much advance pay to request
- 12-30. Information about entitlement to personal travel and transportation allowances is contained in what chapter of the JFTR?
1. 5
  2. 6
  3. 7
  4. 8
- 12-31. Shipment of HHG is not authorized in connection with a PCS between PDSs in proximity to each other. However, if the gaining CO issues a statement that the HHG shipment is mission essential and in the best interest of the Government, shipment may be authorized. What official would issue accounting data if the member were in this particular situation?
1. The member's administrative officer
  2. The member's CO, based on current regulations
  3. CHNAVPERS (PERS 4)
  4. EPMAC (Code 125)
- 12-32. In what section of the JFTR can you find the definition of the effective date of PCS orders?
1. Volume 1, appendix A
  2. Volume 2, appendix A
  3. Volume 3, appendix B
  4. Volume 3, appendix C
- 12-33. The effective date of orders involving a change in home port of a ship, ship-based staff, squadron, or the afloat-based mobile unit is announced by which of the following officials?
1. CHNAVPERS
  2. SECNAV
  3. CNO
  4. The President
- 12-34. Which of the following is the effective date of orders for members that are being released from active duty?
1. The date the orders are typed
  2. The date the orders are delivered to the member
  3. The date the orders are delivered to the disbursing office
  4. The date of the member's release

- 12-35. The total amount payable to dependents traveling via one POC is computed using which of the following criteria?
1. Per mile rate
  2. Number of dependents in the group
  3. Per diem authorized
  4. All of the above
- 12-36. Which of the following individuals may approve payment for the use of more than one POC by a group traveling together if there are five or more travelers in the group?
1. BUPERS
  2. EPMAC
  3. The member's XO
  4. The member's CO
- 12-37. If a member believes a valid reason exists for needing more than one POC for less than five travelers, the member must submit a request, via his/her CO, to what official?
1. EPMAC (Code 4)
  2. CHNAVPERS (PERS 201)
  3. CNO
  4. SECNAV
- 12-38. Temporary storage of HHG authorized in connection with a HHG shipment may be stored at what location(s)?
1. At the point of origin only
  2. At a point in transit only
  3. At the ultimate destination only
  4. At the point of origin, point in transit, ultimate destination, or any combination of these points
- 12-39. For travel and transportation purposes, children of servicemember-married-to-servicemember parents may travel under what orders?
1. Orders authorized by the order-issuing authority
  2. Either but not both parent's PCS orders only
  3. Either parent's PCS orders when directed by higher authority only
  4. Both parents' PCS orders
- 12-40. In what JFTR paragraph is consecutive overseas tours leave travel described?
1. U5105
  2. U5108
  3. U6409
  4. U7200
- 12-41. What chapter of the ENLTRANSMAN contains information about changes of home port?
1. 5
  2. 15
  3. 20
  4. 23
- 12-42. Generally, members may select the mode of transportation in connection with their PCS transfer. From which of the following modes of transportation are members authorized to choose?
1. POC and airplane only
  2. Train and POC only
  3. Bus and POC only
  4. All of the above

LEARNING OBJECTIVE: Identify weight allowances and restrictions in connection with PCS orders.

12-43. On what does the amount of weight a member is entitled to have shipped or stored depend?

1. The member's total active obligated service remaining
2. The member's paygrade only
3. The member's paygrade and whether the member has dependents
4. The member's marital status and total active obligated service remaining

12-44. An E-6 with dependents is entitled to ship what total amount of HHG?

1. 10,000 pounds
2. 11,000 pounds
3. 12,000 pounds
4. 13,000 pounds

12-45. If a member is being transferred to a location that has HHG weight restrictions, what options, if any, does the member have?

1. Place HHG in contemporary storage
2. Place HHG in storage at his/her relatives' homes at government expense
3. Place HHG at the permanent duty stations' storage facilities until return from the ultimate duty station
4. None

12-46. What is considered unaccompanied baggage?

1. Luggage that is carried aboard an aircraft by dependents
2. Baggage that is left at the NTS facility
3. That portion of the HHG weight allowance that is normally shipped separately from the major items of furniture
4. That portion of the HHG weight allowance that is to be shipped with the major items of furniture

LEARNING OBJECTIVE: Identify the procedures to follow when new personnel are ordered and/or report to a command.

12-47. Which of the following actions should you take when you receive an assignment directive for a prospective gain?

1. Annotate the EDVR
2. File the assignment directive in a receipts tickler file
3. Forward a sponsor letter and welcome aboard package
4. Each of the above

12-48. When a member is received aboard and you conduct the service record verification, you are making sure that what action is accomplished?

1. The member's name is correct on all the record pages
2. The member has brought to your attention any noted discrepancies
3. All misfiled documents are destroyed
4. The service record data is correct before the record is filed

- 12-49. Which of the following DD Forms is completed by the member and considered the member's travel claim?
1. 1351-2
  2. 1351-4
  3. 1351-6
  4. 1351-8
- 12-50. In which of the following publications can you specifically find information about the preparation of travel claims?
1. ENLTRANSMAN
  2. DODFMR
  3. JFTR
  4. NTI
- 12-51. In what order is proceed time, travel time, and leave charged?
1. Leave, proceed time, and travel time
  2. Leave, travel time, and proceed time
  3. Travel time, leave? and proceed time
- 12-52. What official is responsible for maintaining an effective sponsor program?
1. CHNAVPERS
  2. SECNAV
  3. Executive officer
  4. Commanding officer
- 12-53. Which of the following publications contains information about the Navy Sponsor Program?
1. ENLTRANSMAN
  2. MILPERSW only
  3. OPNAVINST 1740.3 only
  4. MILPERSMAN and OPNAVINST 1740.3